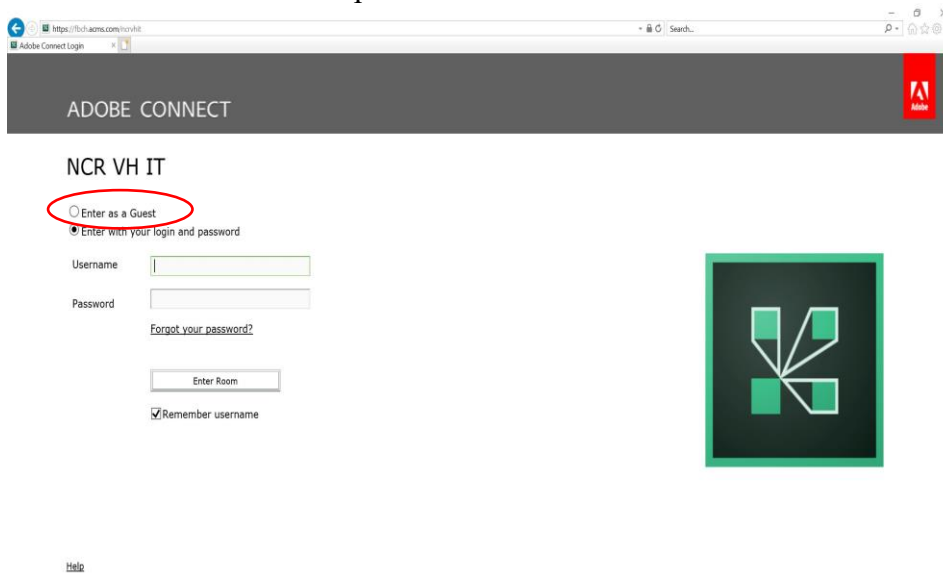
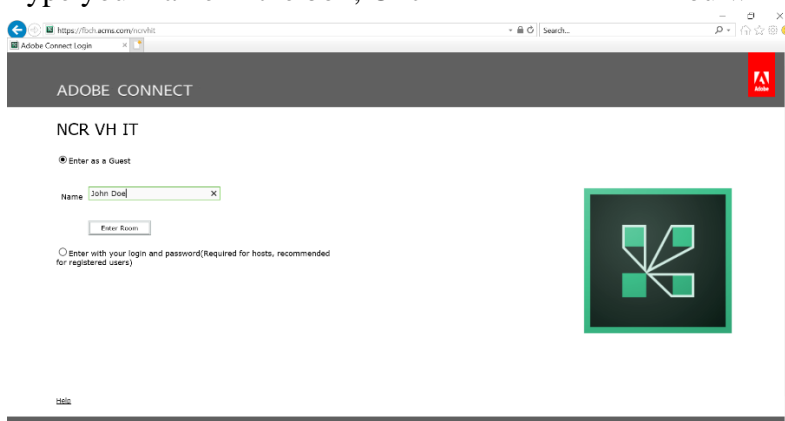


- 1) Open email from provider and click on the link or copy paste the link to your web browser (Internet Explorer or Chrome). For example: <https://fbch.acms.com/ncrvhit>
- 2) Select “Enter as a Guest” option



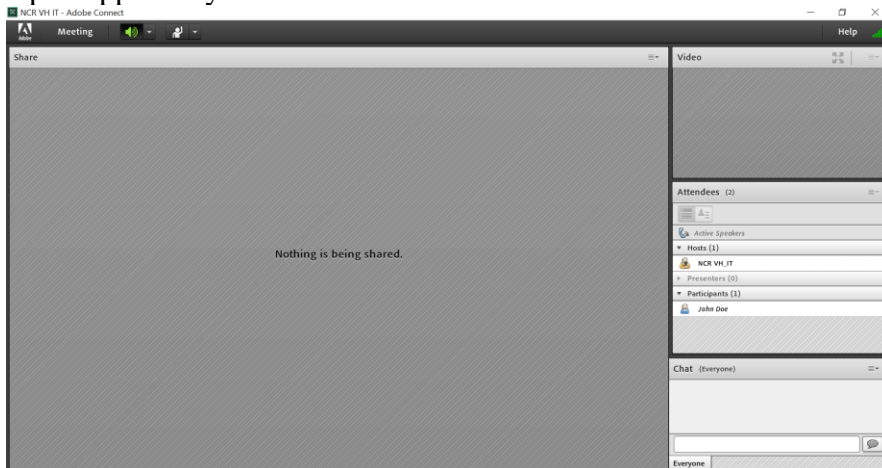
- 3) Type your name in the box; Click “Enter Room” – You will then enter the meeting



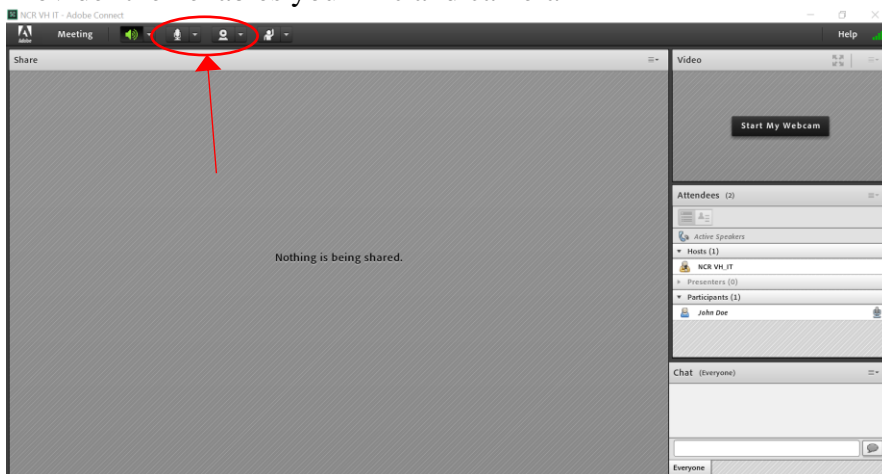
- 4) Wait for provider to approve your request



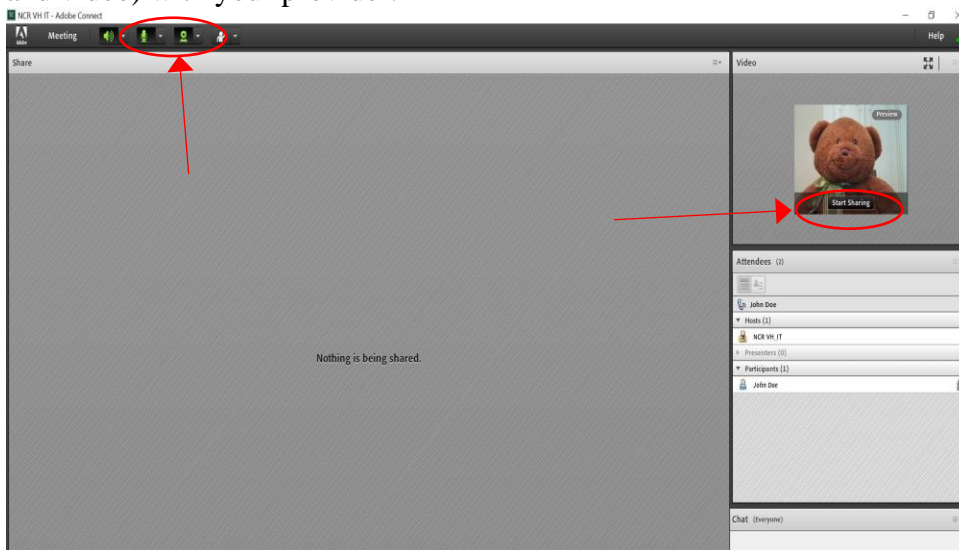
5) Upon approval you will enter the session



6) Provider then enables your mic and camera



7) Click on the mic and camera icons. The icons' color will turn Green from White. Then Click on “Start Sharing” button on located on your right. You are now able to communicate (audio and video) with your provider.



**Note:** Adobe Connect Add-in may be required to enable camera. When asked if you want to install the add-in, click Yes. The add-in will automatically download and install.

8) To end the session click on Meeting tab (top left corner) and select “Exit Adobe Connect” .

